

West Stockbridge Public Library  
Board of Library Trustees  
By-Laws

**ARTICLE I. Name and Authorization.**

The name of this organization is the Board of Trustees of the West Stockbridge Public Library, existing by virtue of the provisions of Chapter 78, Sections 10-13 and 21 of the Massachusetts General Laws (MGL) and the By-Laws of the Town of West Stockbridge.

**ARTICLE II. Membership.**

1. The board shall be composed of three members, one of whom shall be elected at the Annual Town Meeting Elections, as provided for in MGL, Chapter 78, Section 10. Trustees serve without compensation for a term of three years.
2. Any member may resign by written notice filed with the Town Clerk, as provided for the MGL, Chapter 41, Section 109. Upon receipt, the Town Clerk will notify the remaining members of the Board.
3. A vacancy on the Board shall be filled by the joint majority of the Board of Library Trustees and the Board of Selectman in accordance with the MGL, Chapter 41, Section 11.
4. Any member who fails to attend four consecutive regularly scheduled board meetings will receive a letter from the Chairperson reminding the member that regular attendance is a responsibility of all trustees and that those who are unable to attend regularly should consider resigning from the Board.

**ARTICLE III. Responsibilities.**

1. The Board shall have those responsibilities as provided by MGL, Chapter 78, Section 11 and the By-Laws of the Town of West Stockbridge as regards the custody and management of the Library and of all property owned by the Town pertaining to the Library. The Board shall be responsible for all monies appropriated by the Town for the Library and all money or property received by the Town by bequest or gift for the Library.
2. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. Responsibilities delegated to the Library Director by the Board shall include implementation of policies approved by the Board, selection and supervision of personnel, selection of books and other materials, maintenance of library collections, expenditure of funds within the approved budget, direction of library operations and provision of services to the public. The Library Director shall attend all Board meetings.
3. The Board shall establish written policies governing library activities and services, including a policy for the selection of library materials and facilities which is in accord with the current standards of the American Library Association as provided for by the MGL, Chapter 78, Section 33.
4. The Board shall execute a written employment contract with the Library Director outlining the basic conditions of employment as provided for by the MGL, Chapter 78, Section 34.

**ARTICLE IV. Officers.**

1. The officers of the Board shall be a Chairperson, Secretary and Treasurer.
2. The Chairperson shall conduct all meetings, appoint all committees, serve as official representative of the Board and fulfill all legal functions on behalf of the Board.
3. In the absence of the Chairperson, the Secretary shall perform the duties of the Chairperson.
4. The Secretary shall post all meetings as required by law, keep a true record of all meetings of the Board, and be responsible for correspondence as directed by the Board.
5. The Treasurer shall keep true financial records, prepare the annual budget, make recommendations on investment of funds, and assist in preparation of all grant applications pertaining to the Library.
6. Officers shall be elected for the Board at that regular meeting of the Board which immediately follows the Annual Town Meeting elections. The term of office shall be one year. In the event of a vacancy in any officers' positions during the year, that vacancy shall be filled by a vote of the Board.

**ARTICLE V. Meetings.**

1. Regular meetings shall be held at the Library at least once each quarter at a time to be determined by the Board. Regular attendance is expected. A Trustee is expected to give advance notice to the Chairperson whenever he/she cannot attend a meeting.
2. Special meetings may be called by the Chairperson, or at the request of a majority of members.
3. A quorum shall be two members.
4. All meetings of the Board shall be subject to the State's Open Meeting Law as contained in the MGL, Chapter 39, Section 23A-23C. In particular, all meetings shall be open to the public unless held in executive session under terms of the law. A notice of all meetings will be filed with the Town Clerk at least two business days in advance of the meeting date and time, and a copy of the notice will be posted in the Town Hall. All records of minutes of meetings will be available for public inspection.
5. There shall be a prepared agenda which shall include: Call to order; approval of minutes of previous meetings; report of the Library Director; action items; and other business.

**ARTICLE VI. Committees.**

Special Committees for the study and investigation of special problems or for the performance of specially assigned tasks may be appointed by the Chairperson. Such committees shall function as ad hoc committees and shall consider only that purpose for which they were appointed. They shall disband when their work has been completed.

**ARTICLE VII. Collective Authority of the Board.**

All decisions of the Board are made by the Board as a collective body. No individual member may make decisions or, with the exception of the Chairperson, act or speak for the Board unless specifically authorized to do so by a vote of the membership of the Board.

**ARTICLE VIII. Parliamentary Rules.**

Except as provided by these By-Laws, the current edition of "Robert's Rules of Order" shall govern.

**ARTICLE IX. Amendments.**

These By-Laws may be amended by a majority vote at any regular meeting of the Board provided all members are present and that a motion presenting the amendment was duly made and seconded at the previous regular meeting.

**ARTICLE X. Inconsistent Provisions.**

To the extent that any provisions of these By-Laws is inconsistent with any provision of the MGL or of the Town By-Laws, the MGL or the Town By-Laws, as the case may be, shall govern.